

General Building Inspection Checklist

Exterior

- Fire department connection blocked (weeds, bike racks, shrubs, bushes)
- Knox Cap not installed on FDC
- FDC not labeled
- Post indicator valve closed, handle attached
- Fire hydrant - damaged threads, obstructed, needs no parking zone
- Building exit(s) blocked
- Knox Box access obstructed
- Building identification missing/deteriorated
- Other

Exits

- Evacuation routes not posted or practiced
- Storage in exit corridors/exit stairways
- Exit doors locked during working hours
- Exits not properly marked
- Exit lights not working properly, need to be repaired/replaced
- Floor designations missing in stairwells (buildings > 4 floors)
- Guard/handrail missing/damaged/not secure
- Doors sticking/hard to open
- Exit signs damaged
- Exit lights not operational
- Normal lighting not operational/not acceptable
- Emergency lighting not operational
- Other

Electrical

- Electrical cord(s) present tripping hazard
- Extension cords used as permanent wiring
- Extension cords cracked, broken insulation, missing ground
- Improper use of extension cords
- Power strips connected in series (Piggybacked)
- Cords bound/crimped/pinched
- Multiple adapter without breaker
- Cover plates missing
- Panel Boxes not shut or missing cover
- Exposed wiring visible
- Breakers locked in ON position
- Generator not accessible
- Access to electrical panel not per NFPA (>30")
- Emergency lighting not functioning properly
- Other

Storage of Materials

- Storage within 18" of sprinkler heads
- Storage within 24" of ceilings
- Storage in mechanical rooms
- Storage in electrical room
- Flammable liquids not stored in flammable liquid storage cabinet/stored in an unapproved cabinet
- Chemicals stored above eye level
- Location of combustible materials near open flame/heat source/exit
- Excessive fire loading
- Other

Fire Detection Equipment

- Fire alarm panel obstructed
- Pull alarms obstructed/damaged
- Smoke/heat detectors damaged/obstructed
- Audio/visual device damaged/obstructed
- Other

Fire Suppression Equipment

- Fire extinguishers damaged, obstructed, or missing
- Fire hose cabinet obstructed
- Sprinkler valves not accessible
- Hood and duct extinguishing system not in working order
- Hood and duct extinguishing system grease laden/ in need of cleaning
- Sprinkler head/spray pattern obstructed
- Concealed sprinkler caps missing
- Fire pump control panel obstructed
- Other

Elevators

- Emergency phone not operable
- Storage in elevator machine rooms
- Other

Fire and Smoke Spread

- Ceiling tiles missing/not in place
- Fire stop needed in walls, floors, ceilings
- Fire doors blocked open
- Fire doors have been altered
- Fire door does not close and latch
- Fire/smoke dampers blocked
- Other

Hazard Control/General Safety

- Belt guards not in place
- High pressure cylinders not properly secured
- Slip or trip hazard
- Evidence of smoking in building
- Candles
- General housekeeping needed
- Roof access not properly identified
- Other